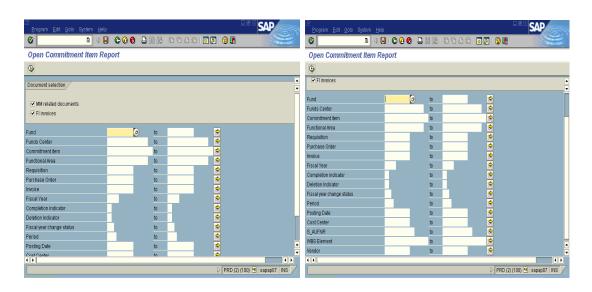
ZCMT – Open Commitment Item Report

Purpose: Report to provide cost object information related to open commitments in Funds Management.

Role Require: FI Display All



Document Selection Section

Both boxes should remain checked to identify all open commitments for purchasing and accounts payable activities. Only uncheck the box if a specific type of document is needed.

Fund: Enter 7 digit fund code assigned to the cost object used when creating the commitment.

Funds Center: Enter 3 or 4 digit funds center code assigned to the cost object used when creating the commitment.

Commitment Item: Optional field – enter standard 7 digit commitment item code Functional Area: Optional field – enter your agency's 4 digit functional area code Ref. Document number: Leave blank for all open commitments. To view one document number, remove the check from the appropriate document selection section and enter document number.

Fiscal Year: Enter current 4 digit Fiscal Year

Completion Indicator: Use selection option '≠' (not equal to); enter value X (this will exclude completed documents)

Deletion Indicator: Use selection option '=' (equal to); leave blank to exclude documents with the deletion indicator set

Fiscal year change status: Leave blank to identify all documents. Entering a selection within this field will limit documents to currently entered verses carried forward documents.

Period: Optional field – enter the period in which posting occurred in Funds Management.

Posting Date: Optional field – enter the date in which posting occurred in Funds Management.

Cost Center: Enter a specific cost center or leave blank to pull in all open commitments per other selections.

S AUFNR: Optional field - enter internal order number.

WBS Element: Optional field - enter WBS element.

Vendor: Do not use this field.

Understanding Report Output

- Zero dollar line items may represent purchase requisitions or purchase orders that have a zero quantity remaining, but the final step to close the document has not been completed. **** Use this report as a tool to clean up your agencies' open documents.
- When the report is generated for an entire fund and funds center, the open commitment amount will equal the committed column on the Y_DEV_80000046 – Actual Budget report.
 - Differences will occur for the following budget transactions:

Funds Reservation Funds Commitment Funds Pre-commitment

- Change Layout option can be used to pull additional fields into the report.
- Multiple selection option can be used to provide a selection of more than one value for an input field.
- Report can be exported to EXCEL or text file (large amount of data should be exported to a text file to ensure completeness).